



# Job Opportunity

## State Controller's Office

**Position:** Student Assistant

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** February 15, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Susan Lash, (916) 322-1812

**Who May Apply:** Students who are currently enrolled in a minimum of six units of college courses, with a grade point average of 2.0 or better. Must provide original copies of transcripts. Students who do not provide copies of transcripts will not be considered.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-540-4870-960  
Ref.0216.ADM 6

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

With direct supervision provided by the Staff Services Manager II and the lead Staff Services Manager I, in the Division of Collections Operation Support Unit the Student will provide both personal computer and various operational support functions for the Division. The Student will perform the following duties:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Assist with the maintenance and configuration of all the Division's PC's;
- Assist end users with PC/ Network software problems and/or network connectivity;
- Troubleshoot all IT related hardware problems;
- Assist with the set-up and installation of new PC's/ printers and other peripherals;
- Complete staff and equipment moves and associated documentation;
- Assist with the collection of serial numbers and state decal stickers from all PC hardware, software, and peripheral equipment;
- Enter any changes or new equipment and revisions to the inventory database;
- Assist with documenting desk procedures for various program functions within the Division;
- Assist the ISD Network staff to add new ID's and equipment;
- Assist in the resolution of network related problems;
- Document Helpdesk resolutions within the OSU database.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-540-4870-960.Ref.0216.ADM6 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).